

# **The State Bar of California**

Off-site Storage RFP

Response Deadline: November 19, 2004

## **QUESTIONS AND RESPONSES**

**1) What is the State Bar's current storage situation? Where are you storing 17,500 cartons?**

The State Bar has had a contract for offsite storage in San Leandro for the last several years.

**2) What is the contract commencement date?**

We anticipate the new contract commencing March 1, 2005.

**3) What are the costs associated in moving the boxes out of the current vendors location. Will State Bar be assuming the incumbent's permanent removal fees? If not, and you are expecting some contribution from an alternate company, what is this fee per carton? Will State Bar be assuming fees for transportation and receiving new cartons from the incumbent?**

Our current contract does not include permanent removal fees, however, there is a \$1.25 charge for pulling each box off of the shelf. The State Bar is obligated to pay this fee; the total cost of removal, together with a vendor's transportation and storage charges will be considered when we compare responses to the RFP.

**4) Can you please provide approximate activity units (per month or per year), i.e. accesses, re-stores, added cartons, destructions, "rush" requests? Of all retrievals each month, how many are rushed (within 3 or 4 hours), half day, next day or sent UPS? How many retrievals at file level per month? How many refiles per month? How many new cartons are added per month? How many cartons are destroyed per month?**

Last year we added 700 cartons and accessed or restored 2300, of which approximately 75 were rushed through 50 rush requests. In 2003 180 files were accessed or restored. Our cartons are not file indexed at the file level by the off site storage vendor. We get that information from our own system. Last year we destroyed 70 boxes. We anticipate destroying more boxes next year.

**5) How are you currently managing your carton inventory, manually or electronically? What methodology is used? What software do you currently use to track your records on-site? Is there a link to your off-site records?**

We have a custom-built, AS400 based system in house, and we have web access to our inventory through our current vendor. The systems are not linked.

**6) Are there opportunities for a new company to perform digital imaging services?**

Not for this contract. Possibly in future contracts.

**(7) Is the State Bar willing to sign (our) agreement, as long as terms and conditions included in the RFP are included?**

All contracts must be examined by our office of General Counsel. The contract must include everything that the State Bar is required to include for the State Bar to sign it.

**8) Do the 17,500 cartons have bar codes on them?**

Yes.